



**HEADQUARTERS  
CIVIL AIR PATROL VIRGINIA WING  
UNITED STATES AIR FORCE AUXILIARY  
7401 Airfield Drive  
Richmond, Virginia 23237-2250**



Number 08-03

AUGUST 2003

**TO: ALL VIRGINIA WING SENIOR MEMBERS AND CADETS  
COMMANDERS PLEASE POST**

**FROM: HQ, VIRGINIA WING, Administrative Assistant, Terry Picha**

**UNIT NEWSLETTER:** It is very important that you share this Newsletter with all Members of your Unit. Please review this material at your unit meeting and post a copy on your Bulletin Board so that it will be available to ALL members. (Members can't participate if you do not tell them about coming events). This Bulletin is posted on the Virginia Wing Website as a PDF document.

**Aug 2003**

**No Commander's Call**

3-8 Week 2, Grand Slam, Mountain Empire, VA  
9-17 Mission Aircrew Training  
16-17 Commanders Course at Wing HQ  
**25-27 National Board Meeting, Las Vegas, NV**

**REPORTS DUE: (Required by NHQ &/or Wing CC)**

**5** - Corp. Vehicle Daily Reports  
**10** - VA Wg A/C Utilization Reports due (Including Checks)  
Public Affairs Report

**1. WING COMMANDER COMMENTS** – Virginia Wing will receive a Staff Assistance Visit (SAV) on Monday, 4 August 2003. All Wing Staff Directors have been prepared for the visit, and have a time slot assigned for being present at the HQ. Please be prompt, and do not keep the SAV team waiting. We have spent a few weeks getting ready for the visit, and I expect that we will do well once the final report is issued.

I will be traveling to the National Board meeting in Las Vegas for the period 23 –28 August. In my absence, LtCol Tim Barker will be acting commander. Contact him for any command level concerns during that period of time.

While I have yet to receive the written report of the SAREVAL held at Wing HQ on 19 July, Lt Col Dale Olsen, USAF SAREVAL chief, told me that Virginia Wing performed very well in the evaluation, and had NO unsatisfactory ratings in any of the evaluated areas. In fact, we had many excellent appraisals! I will share the final report results with you upon receipt.

Virginia Wing HQ will be the venue for our first Unit Commander's Course, 16 – 17 August. Most of our unit commanders and many vice commanders will be attending. Our objective is to instill knowledge on a variety of methods and processes by which unit commanders can become more effective in leadership, teamwork, mission integration and customer relationships. I guarantee that it will be a course unlike any other offered specifically for commanders. I believe that this is a very important step in training our leaders of today, and preparing our leaders of tomorrow! I look forward to participating along with my other unit commanders!

**2. CHIEF-of-STAFF-** The third Monday of each month has been set aside for a Wing Staff Meeting. It will be held at 7:30 p.m. unless otherwise specified.

I am pleased to announce the appointment of 1LT Terry Crabb as Squadron Commander at the Hanover Composite Squadron, in Group IV. A change-of-command ceremony was held at the weekly meeting last evening, as Captain Greer Utley completed over two years in command of the unit. Captain Utley received a Commanders Commendation Award for his outstanding performance in building and guiding the unit since 2001.

Join me in congratulating Lieutenant Crabb as he assumes the responsibility of command!

**3. INSPECTOR GENERAL OFFICE-** The Civil Air Patrol Complaints Program is intended to create an environment where complaints, grievances and misunderstandings can be resolved. The Complaint System is a last resort management tool. Every effort should be made to satisfy complaints and grievances at the supervisory or command level where they occur. While the opportunity always exists to elevate issues to the IG and even to Congressional levels, CAP personnel should be aware that allegations are investigated at the level where they occurred. The same person who could or should have originally answered the complaint is usually tasked to do so from a higher level.

**In other words, if a squadron member has a complaint or grievance or suspects a fraud, waste or abuse problem exists, he/she should bring it to the attention of the unit commander.** If the problem directly involves the commander, then take it to the next higher commander (i.e. group commander). The first person to contact is NOT the IG, a member of congress, the governor or the CAP National Commander. Quite often the perceived problem is just a misunderstanding and can be easily corrected or explained.

Allow some time once you have contacted the Commander. The commander may only devote two or three evenings per week to the CAP. Remember, he/she is a volunteer too and has many other obligations outside of CAP. If it appears nothing is being done after a reasonable period of time, you may want to exercise your rights and responsibilities under the complaints system.

There are exceptions to this. Allegations of sexual harassment or abuse, verbal or written, will be immediately reported by the unit commander to the wing or region commander, who in turn will immediately report it to NHQ CAP/GC. Incidents and complaints regarding alleged discrimination or discriminatory practices will be reported promptly to the wing or region commander, who shall immediately report the incident to CAP Equal Opportunity Officer at NHQ (CAP/EXI). In incidents or complaints regarding an alleged hostile environment, unit commanders will immediately report the allegation to the wing commander, region commander, or inspector general.

Once you have decided to contact the IG, you should refer to CAPR 123-2 to determine if your concern or grievance meets the definition of a "complaint". If it does, you should follow the steps for "Complaints Submission" outlined in CAPR 123-2.

**4. WING NEWS-** The **Virginia Wing Conference** will be held on October 3-5 2003 at the Hyatt Dulles, Herndon, Virginia. All members, seniors and cadets, young and old, are encouraged to attend YOUR conference. The General Assembly provides an opportunity to meet your Wing Command staff and to hear the latest about what is happening in our Wing. There will also be an awards ceremony, training sessions in specialty areas such as Safety, AE, and ES. Conference information can be found on the Virginia Wing Website [www.vawg.cap.gov](http://www.vawg.cap.gov). More interactive links are being added weekly. Check in and check it out! Register early and win a free hotel stay. Stay tuned for more information! See you there!

The Conference Committee is looking for someone who will be responsible for the Senior Hospitality Room. This may include your hotel room being paid for. Duties would include open/closing/cleaning up hospitality room, purchasing and setting out refreshments; alcoholic and non-alcoholic beverages, chips, dips, cheese etc. Must be 21 please. If you are interested, please call Admin Office at 804-743-2220.

The MER Conference will be held at Sheraton Park South, Richmond, VA 24-26 October 2003. Room rates for CAP are \$70.00 per night. Book early! For more information regarding this conference, contact [BonnieB67@aol.com](mailto:BonnieB67@aol.com)

The next time you are online at home, log in the National HQ. Pull up your personal record and check all the information. Don't forget to check your area code, phone number, home and email address. Wing Admin cannot change this information for you-you must do it yourself. The information in your record at National is used by the VAWG Paperless website. If it is not correct, you may be missing out.

**5. PUBLIC AFFAIRS:** These are some editorial hints for submitting interesting articles. You can have great success in just listing your meetings; however, making them interesting will make the difference. Personalizing the information will make it more appealing to your unit and as a suggestion I offer the following as an idea:

Mr. John Smith of the Red Cross will be the guest speaker for the (name of unit) on Thursday 7 p.m. (place) He will be speaking on the local efforts in providing assistance during the Sept 11, 2001 disaster in NY. The public is invited to attend. There is no charge.

OR.

Stacy Jones of Smyth County Department of Emergency Services will be the guest speaker for (name of unit) on (date, etc). As the ES Director, she will explain the new disaster preparedness plan for the county. The public is invited to attend. There is no charge.

You can elaborate, change and use other scenarios including in-house speakers on search and rescue techniques, to our communications network, and our unique cadet programs. Our imagination is the key to drawing the public into an interest to attend and know more about our organization.

**6. PERSONNEL:** Please note: even though the current edition of CAPR 39-2 requires you send membership application and money to Wing, it has been superseded. **ALL MEMBERSHIP APPLICATIONS AND ALL DUES, NATIONAL AND WING, SHOULD BE SENT TO NATIONAL HEADQUARTERS.**

The VAWG Conference is coming up faster than you think. If you have a member in your squadron deserving of an award, or if you have an award that you want presented at the General Assembly, get your paperwork in the VAWGHQ/DP no later than August 25. We wish to process paperwork on a timely basis and avoid getting bogged down at the last couple of weeks.

Any wing staff members that wish to nominate a member of the wing for an award need to submit their nominations to the Awards committee NLT 25 August. Nominations should be considered for members who played key roles in completing major projects that benefited Virginia Wing. The projects should be over and above the jobs they performed within their assigned units. Please make sure to submit the nomination on CAPF 120 using the criteria in CAPR 39-3.

**7. EMERGENCY SERVICES-** The Operations Order for the Mission Aircrew Training has been distributed over the Wing list server. There are several changes to the order from the last training. Note that units that use the corporate van to support aircrew tasks such as placing out targets may receive fuel reimbursement provided they comply with the simple directions in the order. As this is the end of the fiscal year, pilots are reminded to submit accurate Hobbs and fuel costs immediately following the mission. The Incident Commander for the exercise is Maj Jim Scuffham.

The Director of Emergency Services will present an information briefing at the Wing Conference this year covering many aspects of Emergency Services. As a minimum, the briefing will encompass the training, evaluating, alerting, search and documentation aspects in CAP, including recent changes to Emergency Services and initiatives in Virginia Wing.

Urban / Direction Finding training is scheduled for 13-14 September. LtCol Doug Dudley is the exercise director.

Some of you may have heard that National Headquarters intends to implement the Member Information Management System (MIMS). This system is a national database repository of pilot, senior programs, cadet programs, member information and emergency services data kept on line. The ES transition to this system is already underway, but for the short term, this will not require any input or changes to the way in which we do business. Once the database has been loaded and portions checked for accuracy, members will be advised how to make updates to their ES data.

Unit Alert Rosters (VAF 3), are now on line on the Paperless Wing. There are still many squadrons that have not input data onto the page. Squadron Commanders must do this as soon as possible, as Incident Commanders are using this information to contact units regarding missions.

**8. OPERATIONS-** The Monthly Aircraft Utilization Report, VAF-13, the CAPF 99, Flight Logs and any monies due Wing must be in Wing Headquarters by the 10<sup>th</sup> of each month. A FAX will not be accepted unless specifically directed by the Director of Operations.

Cases of aircraft engine oil are being stored at Wing Headquarters for use by the Squadrons with aircraft. Aircraft custodians can arrange to pick up cases of oil to be used for maintenance of planes. A check out sheet is posted in the shed to be filled out when you pick out oil. Give to Admin Assistant so oil can be ordered when needed.

**9. TRANSPORTATION** Check out Transportations new site to view any of the vehicle safety briefings that have been posted on the info list. The website address is: [www.VAWGTransportation.fullmoonwebs.com](http://www.VAWGTransportation.fullmoonwebs.com) and I would appreciate any feedback that you may have regarding this site. You may email me at [capnurse@comcast.net](mailto:capnurse@comcast.net).

The responsibility for processing CAP Headquarters funded vehicle repairs is now the responsibility of the Wing LGT office. Effective immediately all requests for CAP funded repairs, as outlined in CAPR 77-1, will be forwarded to Capt. Chuck Cranford at Wing Headquarters using Fax 804-743-2223. If you have any questions regarding funding or status of your request, contact Capt. Cranford at 804-519-2531. **DO NOT** send any requests to the Director, CAP Liaison for Virginia Wing.

This past Saturday marked the first full day of summer. Of course some of us would argue against that as the rain continued to pour down on us in various parts of the region, however, officially it was the longest day of the year. With that in mind I am offering a few summer driving tips to make your traveling safer and less stressful.

**PLAN AHEAD**—Give yourself plenty of extra time. Construction zones, traffic jams, or other incidents can add delays. That extra time will help cut down on excessive speeding and tailgating. Watch for increased road construction zones and construction vehicle traffic that will be entering and exiting work areas.

**PAY ATTENTION**—Eliminate distractions ahead of time. Be sure important items —directions and maps, sunglasses — are within easy reach. Always pull over to a safe place to use your cell phone.

**BRING A FRIEND**—It is well recognized that when driving alone, especially when sleep deprived and at night, your chances of a crash are dramatically increased.

**PRACTICE SAFETY**—Everyone needs to be properly buckled. If traveling with children, educate yourself on child safety seats and restraints. Children age 12 and under should always be in the back seat.

**CLEAR YOUR HEAD**—Alcohol and certain drugs, both illegal and legal, severely impair your driving skills. If taking medication, be sure to read and obey the warning labels.

**KEEP A SAFE DISTANCE**—Maintain a following distance of at least two seconds. Add an additional second for each adverse driving condition, such as bad weather or low visibility.

**WATCH FOR SIGNS OF FATIGUE**—If you start feeling tired, let someone else drive. If you are driving alone, pull into a rest stop or another safe location and take a short nap or walk around for a few minutes. Stop as often as necessary. Eat light on long trips. Large, heavy meals can make you drowsy.

As always, stay safe while driving and have a good summer.

**10. DRUG DEMAND REDUCTION (DDR):** Applications for FY 04-06 DDR money are due at Wing HQ by August 15, **or before**. Do not send them to National Headquarters. Send them to Lt Col Pat Kennedy, 7401 Airfield Drive, Richmond, Virginia 23237. If you have questions, email Lt Col Kennedy at [patkennedy@mndspring.com](mailto:patkennedy@mndspring.com).

**11. FINANCE:** There is a new Unit Finance Committee Guide posted on the Virginia Wing Paperless Wing Web Site. This information was developed to assist unit finance committees below wing level. It provides some basic accounting information, clarification of CAPR 173-1, and a checklist of important policies and deadlines. Unit commanders, finance officers and administrative officers should find this guide helpful in administering their unit finance program.

The document may be found under Document Display, General Information, Unit Finance Committee Guide.

Any questions may be directed to me at [fm.va@vawg.cap.gov](mailto:fm.va@vawg.cap.gov).

**12. COUNTER DRUG** -Operation Grand Slam will be about half way through by the time you read your bulletin. Most sincere thanks go to all who are participating AND those who offered to do so, but needed to restrict their availability due to various personal conflicts. The "call to arms" when my partner, Lt Col Moose Foard, had to drop out due to a family emergency was exceptional. Moose and I appreciate your dedication to the Counterdrug effort. Semper Vigilans !!

**13. HEALTH SERVICES OFFICE-** still have another two months of summer ahead of us, plenty of time to enjoy the outdoors with our family and friends but we must still be aware of 'summer-related' health and safety practices. While we want to have a good time we should be mindful of events and circumstances that can turn our lazy summer afternoons into unplanned visits to the emergency rooms.

The Centers for Disease Control and Prevention have recently released the following information in a campaign to bring awareness to the dangers of too much sun and heat; food safety; and water safety. The goals of the Middle East Region Health Services are to promote health and wellness along with personal safety through education. I hope that you find the information I've listed below from the CDC useful and informative.

**Sun and Heat:** Studies show more than a million cases of the most common forms of skin cancer are diagnosed each year, and that even a few serious sunburns can increase your risk of getting skin cancer. You can protect yourself during the time of day when the sun's UV (ultraviolet) rays are strongest – between 10:00 a.m. and 4:00 p.m. – by wearing long sleeves and pants, and by applying sunscreen and a protective lip balm with an SPF of 15 or higher. Be sure to reapply frequently especially after swimming.

Heat exposure caused 8,015 deaths in the United States from 1979-1999. Most heat-related deaths occur in the hot summer months, and the elderly, the very young and people with chronic health problems are most at risk. Because even healthy people can fall victim to summer heat, take the following precautions to reduce your risk:

Drink plenty of water or other non-alcoholic beverages;

Wear lightweight, loose-fitting clothing that is light in color;

Reduce strenuous activities or do them during the cooler parts of the day.

**Food Safety:** Summer is the season for outdoor barbecues and picnics; however, food-related illness can put a damper on those outdoor fests. CDC estimates that 76 million Americans get sick from food-related illness every year. More than 300,000 end up hospitalized and about 5,000 die each year from foodborne illness. Protect yourself and your friends and family in these ways:

Cook meat, poultry and seafood thoroughly. Use a meat thermometer to be sure your grilled meats are "done." Ground beef, for example, should be cooked to an internal temperature of 160 degrees Fahrenheit.

Don't cross-contaminate one food with another. Wash your hands, utensils and cutting boards after they have been in contact with raw meat or poultry and before they touch another food;

Bacteria can grow quickly at room temperature, so refrigerate leftover foods promptly;

Wash produce thoroughly to remove visible dirt, and discard the outermost leaves of a head of lettuce or cabbage.

**Water Safety:** Thousands of Americans drown each year, and thousands more are injured or killed in boating accidents. Drowning is the second leading cause of injury-related death for children age 14 and under. Follow these common-sense precautions for safe summer fun in the water:

Always have an adult closely supervise young children any time they are swimming, playing or even bathing in water;

Never swim alone or in unsupervised locations. Teach your children to always swim with a buddy;

Never drink alcohol before or while swimming, boating or water skiing, and never drink alcohol while supervising children;

Learn to swim, as swimming lessons benefit adults and children age 4 and up;

Properly maintain your pool to help prevent the spread of infectious diseases. Never swallow pool, lake, or river water.

#### **Coming this Sept 2003**

- 6        Monthly Wing Staff Meeting; all members welcome**
- 13       Urban DF Training, Newport News
- 5-7      VAWG Mountain Flying Clinic, Roanoke, VA
- 24-29   Mission Air Crew Training (if funding available)

#### **REPORTS DUE: (Required by NHQ &/or Wing CC)**

- 5        -    Corp. Vehicle Daily Inspection Reports**
- 10      -    VA Wg A/C Utilization Reports due (Including Checks)**  
Public Affairs Report

#### **Newsbreak**

**Newport News Composite Squadron** spent much of July responding to numerous search and rescue missions highlighted, of course, by our exciting adventure in the Gloucester County Landfill. Members of the squadron who ventured to "the top of the mountain" brought home, not one, not two, but three US Navy EPIRBs as trophies from their adventure.

Newport News Composite Squadron was also featured in the Daily Press Newspaper in July, a major paper distributed in the Newport News and Hampton areas. This article informed thousands of readers about the emergency services work of the Civil Air Patrol. It also attracted many new members to the squadron.

Two members of Newport News Composite Squadron also participated in the Virginia Wing SAREVAL at Chesterfield. 1Lt Mike Portanova assisted in the logistics area and completed his Logistics and Mission Staff Assistant ratings. 1Lt Helen Woods assisted in the plans area and completed her Mission Staff Assistant rating.

Cadets C/2Lt Taylor, C/MSgt Swartz, and C/MSgt Ragsdale successfully completed the SOLO program funded by a generous grant from the Air Force Association represented by Lt. Col. Edgar Hastings (ret.). Many thanks to CAP member Cpt. Justin Pahl for his part as one of the flight instructors. Rick Aviation at Newport News/Williamsburg International (KPHF) was contracted to perform the training.

C/2Lt. Taylor was appointed as the NNCS CAC representative. Cadets C/MSgt Ragsdale and C/MSgt Petkofsky completed attendance at the Virginia Wing Encampment. C/Maj Steven Sheridan is in Japan for two weeks participating in the International Air Cadet Exchange. C/AB Morrone and C/AB Goodman were both promoted to C/Amn.

C/AB Arnott participated in the EAAs Young Eagles program at Hampton Roads Airport (KPKG) near Suffolk VA. Ms. Arnott participated in two flights and received a unique certificate commemorating the 100th year of powered flight. Many thanks to 2Lt. Pat Parker for his role in inviting NNCS cadets to participate.

**Roanoke Composite Squadron** - The following cadets successfully completed the 2003 VAWG Encampment held at Fort Pickett, VA: T. King (Flight Cmdr), K. Bailey, M. Cox, K Litchford, M. Ress, J. Varney and J. Woodard.

The following cadets were promoted to the present grades: C/A2C D. Downing and C/SSgt D. Bessette. Cadet Bessette is the first Roanoke Squadron cadet to earn the Wright Brothers Award.

C/2 Lt John Gum was busy this month. He had an airplane solo, received his Billy Mitchell Award and received a farewell party all in the same month. He and his family are moving to Uganda and we will miss him.

**Southside Composite Squadron-** C/CMSgts Adam Goins and Laura Thiem both have earned the Mitchell Award and have joined the ranks of cadet officers. Only the top 15% of all Civil Air Patrol cadets ever earn the Mitchell Award. Please join us in congratulating the squadron's newest cadet second lieutenants!

The following senior members and cadets have received promotions: 2d Lt Marie Turner, Latisha Morrison, Ben Peacock, Jenny Brady and Carl Broughear. Col. Stewart Sibert, C/2d Lt Adam Goins, C/2d Lt Laura Thiem, C/CMSgt Lydia Downey, C/SMSgt Nicholas Skaperdas, C/MSgt John Carter, C/A1C Russell Edmonds, C/Amn Aaron Broughear, C/Amn Steven Jackson, C/Amn Benjamin Fagan.

Brigadier General James P. Totsch, Commander of the Defense Supply Center-Richmond (DSCR), gave an invited talk to the squadron on the activities of the Defense Supply Center but more importantly to the cadets, information on being an officer in the Air Force. General Totsch came to the Defense Supply Center Richmond from Hill Air Force Base, Utah, where he served as the vice commander of the Ogden Air Logistics Center. A native of west central Illinois, Brigadier General Totsch was commissioned through the Air Force ROTC program at the University of Illinois and entered the US Air Force in January 1974. He has served the nation around the globe in the administrative, logistics, maintenance and programming fields at the squadron, wing, and major command and Air Force headquarters levels during his 27-year Air Force career. His stories of flying in F-4s and F-16s were of most interest to the cadets. We thank General Totsch for taking time to visit our squadron.

Four of the squadron's newest cadets received their initial training through the Cadet Orientation Course. The cadets, C/AB Ruthie Rosales, Michael Scales, Kevin Doyle and Alex Foster were taught the basic cadet program from 2d Lt Deborah Thiem and C/CMSgts Adam Goins and Laura Thiem. In addition to classroom instruction, they were given an hour of drill instruction, as it is an important part of cadet team building process.

A First Aid and CPR class was held. 2d Lt. Brady was teaching, and did an excellent job. Six cadets attended. We learned about medical conditions such as diabetes and heart problems. We learned how to treat injuries, and insect or animal bites. We also covered temperature-related injuries such as heatstroke or frostbite. Poisons and toxic chemicals are less common but more serious problems we learned about. For each of the problems, we discussed symptoms, treatment, and rescuer safety. At one point, the cadets were able to practice what they had just learned when C/Amn Aaron Broughear nearly fainted. Since we had just learned what to do if someone faints, his timing was remarkably obliging. He never quite lost consciousness, and was just fine in only a few minutes. Everything else went smoothly, and the six cadets should receive their cards from American Heart soon. I enjoyed the class, and found it very helpful. I just hope I never need to use anything I learned! (by C/Amn Aaron Broughear)

During our May aerospace class we made Junk Rockets. Using household items such as toilet paper rolls, cups, straws, rubber bands we designed and decorated our own rockets. The rubber bands were used, along with the straws to launch the rockets. The purpose of this class was to teach the cadets the basics of flight. It was interesting to see how the rockets turned out. Some of the cadets, using duck tape, covered the whole thing, others, using paper towel rolls were very tall, some were short and fat and some skinny, some were just plain sad. We didn't get the opportunity to shoot them but it was fun. aerospace is a requirement in the cadet program and this was a fun, hands on way, to study it. We are planning more classes for the summer that I hope will be educational and just as much fun, if not more. So stay tuned and stay airborne. (by C/MSgt Matt Lovelace)

**Winchester Composite Squadron-** July was a busy month for the Winchester Composite Squadron. Glider operations were supported on July 5, 12, 13, 14, 26 and 27. Squadron personnel provided support to the SAREVAL in the area of Air Operation, Ground Operations and Ground Team. On 31 July the squadron supported "Operation Pegasus." Pegasus is the University of Virginia rescue helicopter and they came to Winchester to provide Group 3 personnel instruction on emergency extractions using a helicopter.

# **CONFERENCE 2003 – VIRGINIA WING CIVIL AIR PATROL**

**Friday, October 03 – Sunday, October 05, 2003**

## **CONFERENCE REGISTRATION FORM**

Each member or guest attending Conference 2003 **MUST** register on individual forms. The deadline for registrations without incurring a late registration fee is September 5, 2003. All registration received after September 5, 2003 will incur a late penalty of \$5.00. Make all CHECKS/MONEY ORDERS Payable to **"HQ VAWG CAP"**. All Registrations must be mailed to:

**Virginia Wing Conference 2003, 7401 Airfield Drive, Richmond VA 23237**

There will be no refunds for registration and banquet expenses if cancelled after September 26, 2003

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### **Print All Information**

**CAP ID :** \_\_\_\_\_ **UNIT:** \_\_\_\_\_

**CHARTER:** \_\_\_\_\_

**GRADE:** \_\_\_\_\_ **NAME (Last, First):** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIPCODE** \_\_\_\_\_

**HOME TELEPHONE:** (\_\_\_\_\_) \_\_\_\_\_ **FAX TELEPHONE:**

(\_\_\_\_\_) \_\_\_\_\_

**E-MAIL**

**ADDRESS:** \_\_\_\_\_

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### **ATTENTION CADETS:**

You **MUST** enter the name and e-mail address or telephone number of your sponsor. Prior to being accepted, your sponsor **will be contacted** to verify their agreement to act as your sponsor to the Wing Conference.

**Sponsor Name:** \_\_\_\_\_

**Email Address/Telephone:** \_\_\_\_\_

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The **DINNER ONLY** category is reserved for NON-CAP guests (i.e. spouse's, children, etc) who **ARE NOT** members of CAP. This category is also available for CAP members from other Wings who are not available to attend the day session.

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_____ <b>Full Conference</b> (includes Conference Registration, Breakfast, Banquet, after dinner entertainment)	<b>\$50.00</b>	_____ <b>Dinner Only (Guest)</b>	<b>\$30.00</b>
_____ <b>Saturday (Day Only)</b>	<b>\$20.00</b>		

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\_\_\_\_\_ Dinner dress is Mess Dress or equivalent. After dinner entertainment is Larry Volz, a comedic hypnotist.

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### **\*\*\* SPOUSE ACTIVITY REGISTRATION \*\*\***

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There will be spouse (NON-CAP guests) activities planned for Saturday, October 04, 2003 to Middleburg, VA and the Sully Plantation. \$25.00 per person.

**Guest Name:** \_\_\_\_\_ **Number in Party:** \_\_\_\_\_

**TOTAL ENCLOSED:\$** \_\_\_\_\_